



New South Wales Teachers Federation

a branch of the Australian Education Union
AEU NSW Teachers Federation Branch ABN 86 600 150 697



DISABILITY OFFICER (1)

The Disability Officer will have responsibility to:

- a. Work in an educative and organising capacity to promote the involvement of members with a disability in Federation activities;
- b. Research on issues related to disability equality and special education;
- c. Develop a thorough working knowledge of relevant disability and anti-discrimination laws and delegated legislation, insofar as they relate to the employment of Federation members and the education of students with disability, and related provisions within other legislative instruments;
- d. Liaise with, provide advice and support to, other Officers (including Organisers, Professional Support Officers and Research/Industrial Officers) about member and workplace issues pertaining to people with disability;
- e. Advise the union on accessibility matters for all sectors of the union's membership;
- f. Assist with the training of Officers on accessibility for members and special education matters;
- g. Assist in accessibility and special education campaigns in consultation with the appropriate Deputy Secretaries;
- h. Assist the General Secretary with regard to the union's compliance with equal employment opportunity, and other discrimination legislation as it affects the union as an employer;
- i. Visit schools and Associations as appropriate to further the union's policy in these areas, and suggest appropriate recommendations for action and support;
- j. Assist, and where necessary, advocate with employers or before appropriate tribunals cases involving equal employment opportunity and discrimination;
- k. Liaise with the Australian Education Union and other unions on improving equality for members with disability;
- l. Provide analysis of and suggest responses to national and state documents on special education, and on disability and anti-discrimination employment;
- m. Assist in the development of accessible materials/resources for campaigns and the recruitment of members with disability;
- n. Liaise with the Aboriginal Education Officer, Multicultural Officer, Women's Officer and other Officers as appropriate, on issues of equality of access, opportunity and outcomes for members experiencing an intersection of multiple forms discrimination and marginalisation; and
- o. In liaison with Senior Officers, develop and maintain community connections with disability inter-agencies across the state and nationally.

While Officers are generally elected to specialised positions, Officers may be required to undertake other duties as requested by the General Secretary.

Professional Officers and Officers under the Act are expected to understand the major campaigns being pursued by the various sectors of the union from time to time.

All Officers are expected to be able to assist members to obtain information or services from the union and to have a working knowledge of the major awards, agreements, determinations and regulations that cover the membership of Federation.

Professional Officers and Officers under the Act may be required to work hours that take into account the extended hours of operation of some work sites.

Recruitment of members is a priority for Federation and a responsibility of all Officers.

Federation recognises its obligation to ensure that information is available and that Officers are trained in order to achieve this requirement.

The General Secretary position and the four Deputy Secretary positions are Officers under the Act and the Rules of the organisation and their election is undertaken by the Australian Electoral Commission.

Duties common to all Professional Officers (2025 - 2026)

As Professional Officers are elected by Branch Council and responsible to the General Secretary for the implementation of the decisions of Branch Conference, Branch Council and Branch Executive, all Officers are required to:

1. Attend Branch Conference, Branch Council and Officers' meetings, whenever not prevented by carrying out other duties, and attend Branch Executive when possible and appropriate, to provide reports and advice to the Branch Executive;
2. Participate in campaigns;
3. Maintain close relationships with the membership and assist them with issues related to their employment. This will include participation in rosters as negotiated, including phone duties, where Officers may be required to participate at least four hours per fortnight (Professional Support Officers are exempt from the phone duty roster);
4. Recruit new members as a continuous part of their work;
5. Address school, college and Association meetings when required by the General Secretary;
6. Irrespective of the elected area of responsibility, the General Secretary may require an Officer to service any other area as the need arises;
7. Be assigned to assist the activities of a Committee or Special Interest Group within Federation by attending its meetings and providing liaison between the Committee/SIG and the Federation office;
8. Address the demands of the priority campaigns of Federation. All Officers may, from time to time, be required by the General Secretary to work outside the duties specified in the duty statement for the position held. For a specified period of time, this may involve performing duties outlined in the duty statements of other Officers;
9. Comply with NESA accreditation requirements for officers in the general division;
10. Engage with a negotiated performance and development process over time.